

IMPORTANT INFORMATION

What is a Credit Appeal?

Students with **three or more unexcused absences** in any credit course during the fall semester will have their credit withheld and an asterisk * will appear on the student's report card. Therefore, although you passed the course, it will not count toward graduation. The following checklist will outline the steps you will need to take to file a credit appeal. Keep in mind that you must meet the requirements set forth in this process and must be approved by the Attendance Committee.

STUDENT CHECKLIST FOR CREDIT APPEAL PROCESS

FALL SEMESTER TIMELINES FOR SUBMISSION ARE FROM DECEMBER 10, 2007 TO FEBRUARY 1, 2008.

1. Pick up a Credit Appeal Form from the Credit Appeal station in the cafeteria **beginning December 10, 2007 and ending February 1, 2008 and return it to the Credit Appeal station in the cafeteria by 2:00 pm. February 1, 2008.**
 - Each Credit Appeal Form **must be completed in its entirety with the all the information requested and attached.**

Note: No more than 3 (TOTAL) notes from parents will be accepted. Others will have to be from doctors or legal entities.
****Single period absences cannot be appealed unless office sign-out procedures were followed.*
Note: No credit may be restored for a class where the student received a failing grade.
2. Complete one Extenuating Circumstances Form for each absence appealed and attach the appropriate documentation. **Note: No more than (3) total notes from parents will be accepted.**
3. Return the completed Credit Appeal Form and the Extenuating Circumstances Form(s) with all the documentation to the credit appeal station in the cafeteria **by 2:00 PM FEBRUARY 1, 2008.**
Note: Incomplete Credit Appeal and/or Extenuating Circumstances Forms will result in loss of credit
4. The school Attendance Committee will review each appeal and determine if the excuses for the absences are acceptable extenuating circumstances.
5. Hearings will take place, if appropriate, with the Dean of Students to review cases where credit appeals are denied **NO LATER THAN 5 DAYS AFTER RECEIPT OF DENIAL NOTIFICATION.**
6. During the hearing the student should be prepared to defend all of the documentation that supports the extenuating circumstances. **LATE DOCUMENTATION WILL NOT BE ACCEPTED UNLESS REQUESTED BY THE COMMITTEE.**
7. If the Attendance Committee approves the appeal, the student receives a copy of the approved Credit Appeal Form, a Credit Appeal Validation Sheet with the number of hours assigned to detention and/or Saturday school and a completion deadline.
8. Each time the student serves detention or Saturday school, the teacher on duty must sign, date, and record the hours on the Credit Appeal Validation Sheet to confirm the student's attendance.
9. After completing **ALL** the assigned hours in Detentions/Saturday School, **within the deadline assigned** by the Attendance Committee, the student must **return the signed Credit Appeal Validation Sheet to Mr. Lujan's office, Family III, Room N300.**
10. Completed Credit Appeal Validation Sheets will be reviewed by the Attendance Committee to determine if credit is restored.
11. Credit restoration options for credit appeals denied are as follows:
 - UT / Texas Tech credit by exam approximately \$35.00 each
 - Summer school
 - Night school
 - Credit Recovery class
 - Repeat the course**Please see your counselor for more information regarding any of these options.**

It is YOUR responsibility to check the status of your credit appeal daily in the cafeteria before February 1, 2008 and in Mr. Lujan's office, Family III, Room N300 after February 1, 2008.